

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

INTERMITTENT CLERK - 21686

Hourly Rate: \$11.90 - \$15.30

Option 1 - General

Option SS1 – Spanish Speaking (General)

Option 2 - Typing

Option SS2 – Spanish Speaking (Typing)

Select options of your choice.

General duties: An Intermittent Clerk on an intermittent basis, performs clerical work which is usually routine in nature, but occasionally involves a variety of tasks of some complexity requiring independent work decisions; may perform incidental typing duties and operate office machines requiring minimal skill.

Desirable training and experience: Six months office or clerical experience; or equivalent training and experience.

Knowledges tested: Office practices; Office communications; Following written procedures; English usage; Math; Numeric filing; Alphabetizing.

Tests and weights: Automated multiple-choice test 100%. Option 2-Typing (qualifying). The final examination grade will be based on the results of the automated multiple-choice test for both options. However, Option 2 requires the candidate to demonstrate the ability to type from copy at a minimum net rate of 30 words per minute. Typing tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

INTERMITTENT CLERK

Length of eligibility period: One year.

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which Option 1 positions are established: Cook, Kane, Will.

Counties in which Option 2 positions are established: Will.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.